

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

73-404-A

NOV 17 1980

Record Series Title: 73-404 Manpower Development and Training Act Trainee Payment Files.

Person to Contact:

Item number to be amended: Item 16 on old form
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

59-637 (1)
6a Cdc 54-642.1

Reason for change: Public service employee records under OETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential.

AUTHORITY: Federal Register, July 20, 1979; 29-70, 203b-3b1, 2.

Division Director/Designee:

Date

9/2/80

Records Management Officer (RM&C):

Date

7/30/80

ESA Director:

Date

State Auditor/Designee:

Date

10-30-80

Secretary of State/Designee:

Date

10-27-80

Attorney General/Designee:

Date

11-12-80



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date April 30, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 6		Date Received JUN 13 1973	Application No. 73-404
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Division Manpower Development and Training Payment Unit Room 55, State Office Building, Atlanta, Georgia 30334		Date Completed JUN 18 1973	
4. Person to Contact Tom King		5. Working Title Supervisor	
		6. Tel. No. 656-3074	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1-1-70 to date

9. Exact Series Title

Manpower Development and Training Act - Trainee Payment Files

10. What is the function of the office in which this record series is created?
The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements.

Administers payments of allowances, under Manpower Programs of the U.S. Department of Labor upon request.

The M.D.T.A. Payment Unit receives initial enrollment forms and establishes a payment account for each individual trainee; receives and processes weekly requests for training allowance payments; establishes and maintains controls to prevent duplicate or overpayments; periodic review of records to check continued eligibility; maintenance of records.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

TO TRAINEES

Documents relating to Administration of Allowance Payments under the Manpower Development and Training Program.

Included are: Attached List

The files are arranged by Social Security Number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	25	37.5		12	18
Legal-size File Drawers	0	0	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				35	0
				This Year's	Last Year's
				1	4 per yr.
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years
				3 per yr.	3 per yr.

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? See ITEM 24 [X] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [X] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Manpower Development and Training Act of 1962, as amended.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ~~CALENDAR YEAR~~ - [] FISCAL YEAR - ~~OTHER~~ See Below, then:

- [X] Hold in the current files area 1 month(s) / 1 year(s):
- [X] Transfer to [X] State Records Center [] Local Holding Area; hold 2 year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

Upon completion or termination of individual's training, place folder in the inactive file; cut off at end of calendar year and transfer to State Record Center, hold for two years then destroy.

Then hold in current files area 1 year, then

(Indicate briefly rationale for recommendations above/or write additional remarks):

Filing equipment and floor space needed for expansion of W I N Program files.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Arnold</i>	<i>6-7-73</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>[Signature]</i>	<i>5-18-73</i>
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Lyon</i>	<i>6-14-73</i>
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Ben W. Johnson</i>	<i>6-13-73</i>
	Attorney General/Designee [X] Approved [] Disapproved	<i>Robert J. Shell</i>	<i>6-18-73</i>

STATE RECORDS
COMMITTEE

Item 11, continued:

Forms included in files:

Form ES-950	Entitlement Questionnaire - Youth
" " 950-A	Entitlement Questionnaire - Adult
" " 950-B	Referral Notice Regular Training
" " 950-B-1	Referral Notice, Part Time Training
" " 950-B-2	Referral Notice Inmate Trainees
" " 950-E	Notice of Change in Allowances
" " 952	Weekly Request for Allowances - Regular Training
" " 952-A	Weekly Certificate - Part Time Training
" " 952-B	Weekly Certificate - Inmate of Institutions
" " 953-A	Notice of Determination - eligibility
" " 953-B	Notice of Determination - ineligibility
" " 953-C	Notice of Determination - Absences Unexcused

Georgia Department of Labor Un-numbered - Statement Concerning Public Assistance
MDTA Memorandum Un-numbered - Request for Additional Information
MDTA Memorandum Un-numbered - Notice of Ineligibility for training allowances
and U.I. Claim payment for same week
MDTA Memorandum Un-numbered - Notice of possible increase in weekly payments
Georgia Department of Labor Un-numbered - Request for information on weekly
request for allowances
MDTA Memorandum Un-numbered - Blank - general purpose memorandum
Form MA-102 - Individual Termination/Transfer Report

Attachments: 19